

# Assessment Policy

## Section 1 - Overview & Scope

- (1) This Policy provides a framework for the design and administration of assessment tasks at the University of New England (UNE).
- (2) This Policy applies to all coursework programs of study offered by UNE. The Policy does not apply to higher degree by research courses.
- (3) Appeals against assessment processes and decisions are addressed in the [Assessment Appeals Policy](#).
- (4) Within this Policy:
- a. Part A covers the design of assessment tasks;
  - b. Part B covers the administration, submission and marking of assessment tasks;
  - c. Part C covers supervised examinations;
  - d. Part D covers special assessments; and
  - e. Part E covers final grading for units.

## Part A - Design of assessment tasks

### Purpose

(5) Assessment Tasks at UNE provide students with opportunities to demonstrate achievement of course and unit learning outcomes. They are designed to maximise student learning through progressively building students' knowledge and skills, and may be formative or summative.

### Design and approval

(6) Within the parameters of this Policy (including the publication requirements of the UNE Course Handbook), the Unit Coordinator has discretion in designing the type, content, number, volume, weighting and timing of assessment tasks. However, for accredited courses, the Course Coordinator will confirm that the assessment aligns with accreditation requirements. Where agreement cannot be reached, the relevant Associate Dean, Teaching and Learning will make a final decision on whether the assessment aligns with accreditation requirements. It is acknowledged that accreditation requirements may require assessment tasks that are designed and administered outside of the parameters of this Policy, and any exemptions (with stated rationale) will be approved through the unit approval process.

(7) Assessment tasks must allow for and measure the achievement of unit learning outcomes. Each assessment task must have clear assessment criteria that enable students to meet the requirements of the task, demonstrate the related learning outcomes and understand the grading or marking structure and levels of achievement for each grade or mark.

(8) With the exception of units with theses, each unit must include more than one assessment task to enable a comprehensive assessment of a student's performance. The timing of assessment tasks must be reasonable and

consider factors that include, but are not limited to:

- a. providing students with feedback on one or more assessment tasks before the census date to allow consideration of progress;
- b. the amount of work required in, and the weighting of, each assessment task within a unit;
- c. any other course-related activities such as placements; and
- d. allowing sufficient time for marking and providing feedback.

(9) Assessment Tasks must be weighted according to the scaffolding of tasks within the unit, difficulty or level of challenge, and the amount of work expected of the student to meet task requirements. The following also applies to weighting:

- a. unless approved during the unit approval process (e.g. for thesis or special research units), a single assessment task must not exceed more than 60% of the final mark of the unit;
- b. where a unit has one examination, the exam must account for at least 20% of the final mark of the unit and where a unit has multiple examinations, each exam must account for at least 10% of the final mark of the unit;
- c. structured and/or selected response assessment tasks (e.g. multiple-choice, true/false questions, fill in the blanks, label a diagram) should generally not exceed 50% of the final mark of the unit;
- d. any assessment task where it is compulsory to achieve a specified minimum mark to pass the unit must account for at least 10% of the final mark of the unit;
- e. Honours theses or equivalent must account for a minimum of 25% of the final mark for the Honours degree;
- f. any peer assessment must not exceed 10% of the final mark of the unit; and
- g. any assessed class or online participation must not exceed 15% of the final mark of the unit (participation must have clear criteria and cannot be simply attendance in person or online).

(10) The volume of assessment in each unit is determined with regard to the following factors:

- a. relevant disciplinary norms, standards and pedagogies;
- b. any accreditation requirements;
- c. the unit credit point value;
- d. the unit and course level of study;
- e. providing sufficient time for task completion, marking and feedback consideration;
- f. relative weighting of the task; and
- g. the number, timing and due dates of all tasks in the unit.

(11) The following also apply to the design of assessment tasks:

- a. where completion of an assessment task is non-mandatory, it is recommended that these tasks do not solely achieve unit-level learning outcomes and that each task should account for a small weighting (less than 15%);
- b. the format of assessment, and style and quantum of feedback, may vary considerably throughout the University to reflect different discipline and professional standards;
- c. assessment tasks may vary within units where the units are offered in different modes or locations though equivalent learning outcomes and expectations on students are required;
- d. for split-level units, the assessment criteria for the tasks at each level must align to the learning outcomes of each level (and relevant [Australian Qualifications Framework](#) level); and
- e. for specialised units such as special topics, the format, medium, content, number, weighting and timing of assessment tasks will be negotiated and agreed between the Unit Coordinator and the student. This requirement will be outlined in the unit information in the [UNE Course Handbook](#). If the assessment tasks are

not agreed, the student will not be able to undertake the unit.

(12) The number, format, volume, weighting and unit learning outcomes in assessment tasks in a unit are considered and approved in the processes outlined in the [Course and Unit Design and Approval Policy](#).

## **Part B - Administration, submission and marking of assessment tasks**

### **Information to students**

(13) An outline of the format and medium of assessment tasks (including any examination) for a unit will be available on the [UNE Course Handbook](#).

(14) With the exception of specialised units and assessment tasks recommended by the Student Accessibility and Wellbeing Office (as part of a Study Access Plan or similar) and arranged by the Unit Coordinator, the Unit Coordinator will provide an assessment overview on the unit site in the Learning Management System (LMS) in accordance with the timeframes in the Online Learning Resources Policy. Key information to be included in the Learning Management System (LMS) site includes:

- a. the format, medium, criteria, length and weighting of assessment tasks, including any examinations;
- b. the learning outcomes being assessed;
- c. due dates, times and required process for submission;
- d. details of any referencing style to be used;
- e. any additional requirements of the tasks, including whether they are mandatory and the mark required to pass the task; and
- f. advice around the granting of extensions, penalties for late submission and options for rescheduled or deferred examinations (where relevant).

(15) Any modifications to the outline of the assessment tasks published on the [UNE Course Handbook](#) must be approved through the unit amendment process in the [Course and Unit Design and Approval Policy](#) and updated on the [Handbook](#). Any modifications to the assessment task information published on the Learning Management System (LMS) must be approved by the Head of School and communicated to students through the Learning Management System (LMS).

### **Submission**

(16) When completing assessment tasks (including examinations), students must comply with all stated requirements and abide by the principles of academic integrity as outlined in the [Student Academic Integrity Policy](#). Students must complete the [Academic Integrity Module \(AIM\)](#) prior to the submission of their first assessment task.

(17) Where the assessment format allows, students must submit assessment tasks through UNE's originality measurement software unless granted an exemption by the relevant Head of School.

### **Extensions and late submission penalties**

(18) Students must submit assessment tasks by the specified due date and time unless they have received an approved extension. Extensions may not be available on all assessment tasks for reasons such as timed or time-bound tasks, or accreditation or academic integrity purposes. If an extension is not available, students may apply for special assessment (see Part D).

(19) The Head of School, in consultation with the School Education Committee or equivalent, will determine each School's process for receiving and responding to extension requests but the following provisions apply across UNE:

- a. Extension requests should be made as early as possible and before the due date and time of the assessment task. Requests submitted after the due date and time will only be considered in exceptional circumstances. The normal maximum extension is up to seven (7) calendar days and may be granted for reasons including personal health issues, unexpected or unavoidable work or family commitments or other extenuating circumstances. While generally requests will be considered without supporting evidence, a Unit Coordinator or School representative may request supporting documentation such as a medical certificate, a signed letter from an employer or a statutory declaration.
- b. Extensions longer than seven (7) calendar days may be granted for more serious personal health issues, unexpected or unavoidable work or family commitments or other extenuating circumstances. Requests for these extensions will require supporting documentation (including any relevant Study Access Plan).
- c. If an extension is required beyond the final day of the relevant teaching period (including any assessment and intensive period), students must apply for a special extension of time or other form of special assessment through the process outlined in Part D.
- d. If an extension for a student allows submission after the release of marks and feedback for the assessment task to other students, the Unit Coordinator may, at their discretion, require the student to complete a suitable alternative assessment task.

(20) Assessment Tasks submitted after the due date and time without an approved extension will incur a late submission penalty. The following provisions apply:

- a. The mark for an assessment task submitted after the due date and time will be reduced by 5% of the possible maximum mark for the assessment task for each calendar day or part day after the due date. The relevant Associate Dean, Teaching and Learning, considering disciplinary and professional standards, may approve a lower penalty for individual units. The Unit Coordinator will advise students of the lower penalty through the Learning Management System (LMS).
- b. An assessment task submitted more than ten (10) calendar days after the due date without an approved extension will receive 0% for the task. The relevant Associate Dean, Teaching and Learning, considering disciplinary and professional standards, may approve an alternative penalty for individual units.
- c. Where a task is mandatory to submit in order to complete a unit, a task received more than ten (10) calendar days after the due date but within the relevant teaching period will be deemed as having been submitted.
- d. The Unit Coordinator will inform affected students when late submission penalties are applied.

## Marking and feedback

(21) The Head of School (or delegate) is responsible for ensuring that all marking of assessment tasks is undertaken by appropriately qualified academic staff. Marking staff must assess the task against the pre-determined assessment criteria, and identify and report on cases of possible academic misconduct to the Unit Coordinator (see [Student Academic Integrity Policy](#)).

(22) Other than theses and dissertations, assessment tasks will be marked and marks provided to students within twenty-one (21) calendar days after either the submission due date or the actual submission date (if after the submission due date). Examinations should be marked and marks provided to students prior to final grades being released. If marking is delayed for any reason, the Unit Coordinator will ensure students are informed of the delay and an expected timeframe for completion.

(23) The Unit Coordinator will organise moderation of marks where more than one marker is involved. Students should be informed if the Unit Coordinator is not the only marker involved in the unit.

(24) Unit Coordinators must ensure that students are provided with actionable feedback about their academic performance to enable development in knowledge and skills. Feedback will be constructive, justify the mark and relate to the assessment criteria. For assessment tasks such as examinations, selected-response or auto-marking tasks,

generic feedback can be the sole source of feedback. For units with only one assessment task (e.g. an honours thesis), students must be provided with formative feedback during the unit.

(25) In relation to learning assessed through a student placement, the provisions of the [Work Integrated Learning Rule](#) and [Work Integrated Learning Procedure](#) apply.

(26) In relation to thesis or dissertation marking:

- a. the Head of School (or delegate) will establish a process for the selection of examiners and moderation of marks;
- b. a thesis or dissertation must be examined by at least two examiners, who may be internal or external to UNE; and
- c. a Supervisor cannot be an examiner of their student's thesis or dissertation.

## Part C - Examinations

(27) Examinations at UNE are an assessment activity that is characterised by verification of student identity, supervision and proactive control of the students' environment and access to resources for the duration of the assessment. Examinations are almost always timed (i.e., available for a limited duration of time) and time-bound (i.e., available during a specified time period). Examinations may take any medium and format.

(28) Unsupervised assessment tasks such as take-home examinations or timed (but unsupervised) quizzes, essays and tests are not covered in this Part.

(29) Examinations at UNE are provided online and are managed by the Exams and eAssessment Team. Paper-based examinations may be offered only in exceptional circumstances on approval of the Executive Principal, Education Futures. A request for approval (endorsed by the relevant Associate Dean, Teaching and Learning) must be made before the commencement of the relevant teaching period. If a paper-based examination can logistically be accommodated and is approved, the Exams & eAssessment Team will inform student/s of the date, time and location of their examination.

### Development of examinations

(30) The maximum length of any single examination will normally be three (3) hours and fifteen (15) minutes in duration (exemptions may be granted through Study Access Plans).

(31) All required examination information must be provided by the dates set by the Exams and eAssessment Team. Permission to make changes to examinations once submitted must be sought from the Manager, Exams and eAssessment Team.

### Provisions for examinations

(32) The Exams and eAssessment Team will inform students of the examination timetable or availability window at least four (4) weeks before the examination. UNE will set an examination availability window of at least twenty-four (24) hours for each online examination (a shorter time period requires approval from the relevant Dean) and notify students of the availability window through the Learning Management System (LMS).

(33) Students are required to book an exam start time within the availability window and complete the examination at the selected time. A student who can demonstrate that they cannot attempt the examination during the availability window can apply to their Unit Coordinator (or delegate) for a rescheduled examination within the relevant teaching period (including any assessment and intensive period). If this is granted, the student will organise a time for the rescheduled examination with the Exams and eAssessment Team. If this option is not available in the unit or the

request is rejected, the student can apply for a deferred examination through the special assessment process in Part D.

(34) During the availability window, if a student misses their selected time due to unavoidable reasons, they can contact the Exams and eAssessment Team and subject to availability and Unit Coordinator discretion, an alternative time to sit the examination within the relevant teaching period may be organised.

(35) Students are expected to have access to appropriate computer hardware, software and an internet connection that enables them to access their exams using the University's exam platform. Minimum technical requirements are advertised at [Hardware - University of New England \(UNE\)](#) for students to access.

(36) The exam supervisor, acting on instructions from the Exams & eAssessment Team, will perform identity checks to ensure the exam taker is the enrolled student. At the beginning of each examination, students must make available to exam supervisors either their valid UNE identification card or a current Government issued photo identification such as a driver's license or passport. A second form of ID may be requested by the exam supervisor if there are any doubts about the student's identity.

(37) To ensure the relevant exam conditions are in place, as set by the Unit Coordinator and under instruction from the Exams & eAssessment Team, the exam supervisor will check and/or limit aspects of the student's immediate physical and virtual workspace.

- a. Students are required to show their immediate workspace and the room in which they undertake the exam to the exam supervisor before the exam and where the supervisor has any concerns that the exam conditions may have been breached.
- b. Students are required to allow the supervisor to view their on-screen activities and to turn off software applications and functions (such as print screen or copy paste) for the duration of their exam that are not permitted, using methods that have been approved by UNE's Cyber Security Team

(38) If a student is able to demonstrate that they are unable to meet the requirements in clauses 35 and 37, and that it would be unreasonable to expect them to do so in time for their next examinations, the student can apply for an alternative assessment under the special assessment provisions in Part D.

(39) Access to aids or additional materials are not permitted during examinations unless indicated in the instructions in the examination document or advised by the Unit Coordinator to the Exams and eAssessment Team in advance of the examination. Any allowable aids or additional materials permitted will be advised within the unit LMS site by the Exams and eAssessment Team in advance of the examination.

(40) During the examination, students are required to:

- a. follow any instructions indicated on the examination document;
- b. follow any reasonable instructions from exam supervisors or Exams and eAssessment Team staff; and
- c. abide by the principles of academic integrity as outlined in the [Student Academic Integrity Policy](#).

(41) Failure to follow reasonable instructions may constitute academic misconduct under the [Student Academic Integrity Policy](#) and/or [Student Behavioural Misconduct Rules](#).

(42) If a student encounters technical issues when commencing or during the online exam, the exam supervisor will attempt to resolve the issue. If the exam supervisor cannot resolve the issue, it will be escalated to the Exams and eAssessment Team for resolution and advice. If the Exams and eAssessment Team cannot resolve this issue, another opportunity to sit the examination will be provided.

(43) Unless approved by the Exams and eAssessment Team or Student Accessibility and Wellbeing Office, students

must not be absent from the view of the exam supervisor for any reason and for any period during the examination. Any unauthorised absence will be reported to the Exams and eAssessment Team and may be escalated for investigation under the [Student Academic Integrity Policy](#).

(44) Following receipt of the examination mark or final result for the unit, a student may request to discuss their results with the Unit Coordinator. The request must be made within twenty (20) calendar days of the examination result (for examinations outside the final examination and assessment period) or the final results for the unit being made available to the student.

## Part D - Special Assessments

(45) Due to personal health issues, unforeseen or unavoidable technical issues, unforeseen or unavoidable work or family commitments, or other extenuating circumstances, a student may:

- a. have an adverse performance in any assessment task; or
- b. be unable to attempt an examination or other time-bound assessment at the relevant time; or
- c. be unable to access an assessment in its default mode, medium or technology platform; or
- d. be unable to complete an assessment task within the relevant teaching period.

(46) If any of the situations in clause 45 occur, a student may wish to apply for special assessment, and provide supporting evidence, through the UNE website. Applications for special assessment must be made in accordance with the following timelines:

- a. at least four (4 weeks) before the date of the examination if applying for an alternative form of assessment;
- b. within five (5) calendar days of the relevant examination date or assessment task due date if applying for any other form of special assessment; and
- c. late applications may be accepted at the discretion of the Course Coordinator (or delegate).

(47) The Exams and eAssessment Team will process applications and provide to the Course Coordinator (or delegate) for decision. The Course Coordinator, in consultation with the relevant School Education Committee, will determine if decision-making is delegated to another staff member (such as the Unit Coordinator or a professional staff member).

(48) Subject to any accreditation requirements, the Course Coordinator (or delegate) at their discretion can decide to grant any of the following types of special assessment:

- a. resubmission of the assessment task: some assessment tasks such as group assessments or tasks with a short marking and feedback period may be unsuitable for resubmission. The Unit Coordinator may at their discretion require the student to complete the original task or a suitable alternative if the integrity of the original task could be compromised.
- b. deferred examination or other time-bound assessment: this option would also be available where a student has completed the assessment but considers that they had an adverse performance.
- c. an alternative form of assessment;
- d. deferred mandatory intensive school (until the next time the intensive school is held as part of a future unit offering);
- e. special consideration in marking up to a maximum of three (3) percentage points on top of the student's current total unit (not individual assessment) mark. Special Consideration can only be applied once in a unit;
- f. special extension of time: the maximum amount of extension allowable is the last day of the equivalent teaching period immediately following the teaching period in which the student was enrolled in the unit. For completion of compulsory practical experience/practicum/praxis/intensive school(s), the maximum amount of extension normally allowable is the last day of the third teaching period after the original enrolment.



- g. a passing or pro-rata grade for the unit if the student has satisfactorily completed assessment tasks worth at least two thirds of the marks for a unit and has achieved all relevant learning outcomes; or
- h. withdrawal without failure.

(49) The Exams and eAssessment Team will aim to notify students of the decision within ten (10) calendar days of receipt of the application. If a special assessment is granted, the following apply:

- a. resubmission of the assessment task: the Unit Coordinator will determine and inform the student of the due date of the resubmitted assessment or the details of any substitute assessment task. The final mark awarded will be the higher mark between the original or resubmitted mark.
- b. deferred supervised examination or other time-bound assessment: the Exams and eAssessment Team, with regard for academic integrity requirements, will organise a suitable date for an examination with the student. The examination will be comparable to the original examination but does not need to be identical. If the student completes the deferred examination, the final mark awarded will be the higher mark between the original or resubmitted mark.
- c. alternative form of assessment: subject to any inherent requirements and the requirements of any accrediting body, the Unit Coordinator will provide an alternative assessment for completion within the relevant teaching period. As with all assessment tasks, alternative assessments must be designed in accordance with the provisions of Part A of this Policy and must enable the student to demonstrate achievement of the learning outcomes assessed through the examination.
- d. deferred mandatory intensive school: the School will advise the student of the details of the next relevant intensive school offering and invite them to attend;
- e. special consideration: the Unit Coordinator will apply the amount of special consideration granted by the Course Coordinator (or delegate).
- f. special extension of time: the Exams and eAssessment Team will inform the student of the new due date. The Unit Coordinator may at their discretion require the student to complete the original task or a suitable alternative if the integrity of the original task could be compromised.

(50) While awaiting a decision on special assessment, or completing a granted special assessment, students may progress to other units. However, a grant of special assessment may prevent a student progressing to other units if completion of the unit for which the special assessment was granted is a prerequisite for the other units.

(51) If the application is rejected, the student will be informed of the reason for the decision and information on the appeals process (see [Assessment Appeals Policy](#)).

## **Supplementary assessment**

(52) A student may apply for a supplementary assessment if they are in their final teaching period before graduation and because of the following circumstances is unable to graduate:

- a. has a grade of N and an aggregate result between 45% and less than 50% in a unit; or
- b. has a grade of NC and a mark of between 45% and less than 50% in a single assessment item where a mark of 50% or higher is mandatory to pass the unit.

(53) A student must apply for supplementary assessment through the special assessment process on the UNE website. The application must be made within five (5) calendar days of the release of final results. A late application may be accepted at the discretion of the Unit Coordinator. Subject to the eligibility and timeframe criteria being met, the Unit Coordinator will provide a supplementary assessment or examination.

(54) There is no limit on the number of supplementary assessments a student can be granted in their final teaching period before graduation, however a student must have passed at least one assessment in any unit where they are



applying for supplementary assessment. Supplementary assessments are not available if a student has been found to have committed academic misconduct in the unit.

(55) The supplementary assessment is only required to allow the student to demonstrate achievement of unit learning outcomes that were not sufficiently demonstrated in one or more of the assessment tasks in the unit.

(56) The Unit Coordinator must:

- a. ensure the supplementary assessment is comparable in type and content to at least one of the original assessment tasks in the unit; and
- b. provide a due date or scheduled date for the supplementary assessment that provides sufficient time for the student to prepare for the assessment and to demonstrate achievement.

(57) In order to pass the unit, the student must achieve a mark of 50% or higher in the supplementary assessment. If achieved, the student will receive a maximum mark of 50% for the unit.

## **Reasonable study adjustments for students with a disability and those with particular educational requirements**

(58) Students with a disability, health conditions or personal circumstances who require adjustments to be made to assessment tasks or to allow for participation in teaching activities are advised to consult the Student Accessibility and Wellbeing Office regarding obtaining a Study Access Plan or similar (before the commencement of the teaching period where possible). Student Accessibility and Wellbeing Office will work with the student (or representative) and relevant staff members to arrange reasonable adjustments, including alternative forms of assessment task and participation requirements. Adjustments must be arranged with the advice and support of the Student Accessibility and Wellbeing Office to ensure accordance with the [Disability Standards for Education 2005](#), under the [Disability Discrimination Act 1992](#) and other relevant discrimination legislation.

(59) Students with a Study Access Plan, who require adjustments to assessment tasks must request adjustments from their Unit Coordinator for each assessment at the beginning of each teaching period or as soon as the student receives their Study Access Plan. Students must submit their Study Access Plan as supporting evidence in the requests. Adjustments to examinations will be implemented by the Exams and eAssessment Team.

## **Part E - Final grading**

(60) The grades used by UNE are outlined in the University's [Grading System](#).

(61) Each School must have a Board of Examiners, chaired by the Head of School or nominee, which reviews and approves final results for all units in each teaching period. Students should note that results are not final until approved by the Board of Examiners and released.

(62) In accordance with the Terms of Reference, Board of Examiners can:

- a. authorise the Chair to approve late changes to results after the Board of Examiners' meeting and prior to the release of final results; and
- b. identify units in which the assessment outcomes are unsatisfactory and refer these to the Head of School.

(63) The Exams and eAssessment Team is responsible for coordinating the submission of results in preparation for Board of Examiners and the release of final results to students. After final results are confirmed, any changes can only be approved by the Head of School (or delegate). The Exams and eAssessment Team are responsible for making approved amendments.

## Summary of Roles and Responsibilities

Executive Principal Education Futures (EP Ed Futures)	Decides on requests to hold paper-based examinations. Regularly monitors and provides an annual report to Teaching and Learning Committee and Academic Board on the operation of, and compliance with, this Policy.
Executive Dean	Decides on requests for examination availability windows shorter than the UNE standard.
Associate Dean, Teaching and Learning	Decides on requests for alternative late submission penalties for individual units. Considers supporting requests to hold paper-based examinations. Decides on alignment of assessment tasks for accredited courses where there is disagreement between the Unit Coordinator and Course Coordinator.
Head of School	Decides on requests to change published assessment tasks. Determines School's process for receiving and responding to extension requests. Ensures marking of assessment tasks is undertaken by appropriately qualified academic staff. Establishes School's process for selection of examiners and moderation of marks for theses or dissertations. Approves late changes to final results.
Board of Examiners	Reviews and ratifies final results for units within relevant School in each teaching period.
Course Coordinator	Decides on requests for special assessment. Confirms alignment of assessment for accredited courses.
Unit Coordinator	Design assessment tasks in accordance with this Policy. Provides information on unit assessment tasks on the Learning Management System (LMS) at least one week prior to the start of the relevant teaching period. Notifies students of any changes to published assessment tasks. Manages extension process (if required by School process). Informs impacted students of any late submission penalties applied. Ensures assessment tasks are marked and marks returned to students within 21 calendar days. Notifies students of any delay to marking timeframes. Organises moderation of marks where required. Ensures students are provided with actionable feedback. Informs Exams and eAssessment team of required examination information, including allowable aids or additional material. Provides alternative assessments as required. Actions decisions of Course Coordinator on special assessment.
Exams and eAssessment Team	Responsible for centrally managed examinations, including informing students of examination timetables, assisting with requests for alternative times, assisting with technical issues, and escalating potential academic misconduct. Facilitate the conduct and supervision of centrally managed examinations according to unit specific examination conditions advised by the Unit Coordinator. Processes requests for special assessment, and notifies students of outcomes. Coordinates release of final results to students. Responsible for processing approved amendments to marks and grades.
Assessment Markers	Mark assessment against pre-determined assessment criteria. Report on possible academic misconduct to the Unit Coordinator.
Student Accessibility and Wellbeing Office	Develops Study Access Plans with recommendations for adjustments to assessment tasks and participation in teaching and learning activities Works with the Exams and eAssessment Team, students and academic staff to implement adjustments.
Education Futures	Provides support and advice to staff in designing assessment tasks.

Students	Complete and submit assessment tasks in accordance with this Policy and abide by principles of academic integrity. Lodge any requests for extensions, alternative assessments or special assessment as soon as possible (or within required timeframes) and provide supporting evidence as required. Consult with Accessibility and Wellbeing Office where adjustments or support may be required due to health conditions or other personal contexts impacting accessibility.
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## Section 2 - Authority and Compliance

### Authority

(64) The Vice-Chancellor and Chief Executive Officer (VC&CEO), consistent with the [Vice-Chancellor Functions Rule](#), makes this policy.

(65) The Executive Principal Education Futures (EP Ed Futures) is authorised to make procedures and processes for the effective implementation and operation of this policy, and to publish as associated documents any tool that will assist with compliance.

(66) The Policy Administrator for this policy is the Director Governance and University Secretary who is authorised to make minor administrative updates to this policy.

### Compliance

(67) Students and UNE Representatives must observe this policy.

(68) This policy is consistent with the requirements for assessment under the [Higher Education Standards Framework](#) and the [Australian Qualifications Framework](#).

(69) The following records must be kept:

- a. evidence of the design and approval of assessment tasks (see [Course and Unit Design and Approval Policy](#)).
- b. decisions relating to extension requests, late submission requests, special assessments, supplementary assessments and adjustments to assessment tasks or examinations for a minimum of twenty (20) days from the release of final results for each teaching period where no appeal has been lodged. If an appeal has been lodged, the relevant decision must be kept until the end of any internal or external appeal period.
- c. marked assessment tasks and examinations for a minimum of twenty (20) days (or longer for accreditation or pedagogical reasons) from the release of final results for each teaching period where no appeal has been lodged. If an appeal has been lodged, the relevant assessment task must be kept until the end of any internal or external appeal period.

(70) This policy operates as and from the Effective Date.

(71) Previous policies on assessment are replaced and have no further operation from the Effective Date of this policy.

(72) Notwithstanding other provisions of this policy, the VC&CEO may approve an exception to this policy where the VC&CEO determines the application of this policy would otherwise lead to an unfair, unreasonable or absurd outcome. Approvals by the VC&CEO under this clause must:

- a. be documented in writing;
- b. state the reason for the exception; and
- c. be registered in the approved UNE electronic Records Management System in accordance with the [Records Management Rule](#).

## Section 3 - Quality Assurance

(73) The implementation of this policy will be supported through:

- a. support in the design of assessment tasks through Education Futures; and

- b. the Executive Principal Education Futures (EP Ed Futures) regularly monitoring and providing an annual report to the Teaching and Learning Committee and Academic Board on the operation of, and compliance with, this policy.

## Status and Details

Status	Current
Effective Date	27th February 2023
Review Date	27th February 2025
Approval Authority	Vice-Chancellor and Chief Executive Officer
Approval Date	20th December 2022
Expiry Date	To Be Advised
Unit Head	Suzanne Crew Executive Principal Education Futures
Enquiries Contact	Ryan Young Senior Advisor (EPEF) 67731982 <hr/> Education Futures

## Glossary Terms and Definitions

**"UNE Representative"** - Means a University employee (casual, fixed term and permanent), contractor, agent, appointee, UNE Council member, adjunct, visiting academic and any other person engaged by the University to undertake some activity for or on behalf of the University. It includes corporations and other bodies falling into one or more of these categories.

**"Assessment"** - Is the process whereby evaluative judgements are made in relation to a student's achievements against the learning outcomes of a unit of study.

**"Assessment Criteria"** - Are the statements that express in explicit terms how student performance against the desired learning outcomes is demonstrated.

**"Assessment Task"** - Are compulsory or optional activities or exercises, which have an explicit intent to assess and guide student progress or learning achievement in a unit of study. Assessment tasks can be designed for diagnostic, formative, summative, evaluative or informative purposes.

**"Grade"** - Is the final letter conversion of the aggregate mark attained by a student undertaking a unit. The letter conversion translates the numerical aggregate mark into a statement of level of achievement.

**"In Person"** - Means physically co-located or present by electronic means.

**"In Writing"** - Means by letter, email or fax.

**"Learning Management System (LMS)"** - Is a software application for the administration, documentation, tracking, reporting and delivery of electronic educational technology teaching and learning programs.

**"Learning Outcomes"** - Is the expression of the set of knowledge, skills and the application of the knowledge and skills a person has acquired and is able to demonstrate as a result of learning.

**"Moderation"** - Is the process of ensuring that different markers of the same assessment task consistently apply assessment criteria in a marking scheme, and that marks are allocated consistently with reference to how well the stipulated criteria are met.

**"Student"** - Is an admitted student or an enrolled student, at the relevant time: 1. an admitted student is a student

who has been admitted to a UNE course of study and who is entitled to enrol in a unit of study or who has completed all of the units in the UNE course of study; 2. an enrolled student is a student who is enrolled in a unit of study at UNE.

**"Intensive School"** - Is a mode of teaching and learning that brings students together at a particular physical or virtual location for a period of intensive interactive learning experiences. This term encompasses all types of Intensive School, whether held on or off campus or online.

**"Mandatory Intensive School"** - Is an Intensive School that provides learning outcomes that cannot be achieved in any other way. All students enrolled in a unit or course must attend, exemption is possible under the most limited of circumstances

**"Academic Integrity"** - Is the practice of acting fairly, honestly and ethically in academic endeavour.

**"Placement"** - Is a clinical placement, practicum, internship and any other like form of professional, industrial or vocational experience included in a course or required for a program.

**"Research"** - Is the creation of new knowledge and/or the use of existing knowledge in a new and creative way so as to generate new concepts, methodologies, inventions and understandings. This could include synthesis and analysis of previous research to the extent that it is new and creative. (Defined by the Australian Research Council)

**"Credit Point"** - A credit point is an indicator of the amount of work required in a unit and represents a workload of approximately twenty-five hours per teaching period. This means that a six credit-point unit, for example, is estimated to require a total workload of approximately 150 hours.

**"Normally"** - Where the word 'normally' is used in a rule, policy, procedure or guideline, it means that it is the default position that must be followed unless exceptional circumstances exist that require a departure from the default position, as determined by the Rule Administrator acting reasonably.

**"Professional Staff"** - Means all employees of the University who are employed at Higher Education Officer Level 1 to 10.

**"Record"** - Records are a part of and result from business activities and provide evidence of those activities. Any document or other source of information compiled, recorded or stored in written form or on film, or by electronic process, or in any other manner or by any other means (State Records Act 1998 (NSW)). Records may include, but are not limited to, any staff member's paper based records, emails, or electronic documents stored at UNE or on UNE equipment. A record does not include personal and/or private documents that are not part of official UNE business records.

**"Course"** - Course means a syllabus, a curriculum, a training package, units of study, or structured workplace learning, the successful completion of which leads to the conferral of an award on the student by the University (including but not limited to a regulated qualification under the Australian Qualifications Framework).

**"Quality Assurance"** - Is the ongoing, internal process of assessing a university's outcomes against its aims.

**"Unit"** - Is a part of a course with a code, title and credit point value for which a result is recorded on a student's academic record.

**"Standard"** - Is an agreed specification or other criterion used as a rule, guidelines or definition of a level of performance or achievement.

**"Academic Misconduct"** - Please refer to the Student Coursework Academic Misconduct Rules.

**"Timetable"** - Means the schedule of teaching and learning activities for students.



**"School"** - Is an organisational unit comprising academic staff in related fields of study who are responsible for teaching and research in those academic fields together with support staff. Each School also has lead management for the design and delivery of the courses within its responsibility.

**"Board of Examiners"** - Reviews and ratifies the final marks, grades and grade distributions for all units offered by the School in the teaching period.

**"Census Date"** - Means a date within each trimester specified in the Principal Dates on which a student's enrolment in a unit is officially recorded and reported and the final date by which tuition fees or the student contribution is incurred or any other fee or charge that is applicable.

**"Dissertation"** - Is a substantial piece of scholarly written work that may form the entire requirement of a unit. A dissertation may require independent scholarly investigation or supervised research at a level appropriate to the award.

**"Mode"** - A term commonly used to describe the way a course is delivered e.g. on-campus, online.

**"Effective Date"** - means the Rule/Policy takes effect on the day on which it is published, or such later day as may be specified in the policy document.

**"Release"** - Granted by a Provider via PRISMS to allow a student to transfer from one institution to another. (international Student Transfer Rule)

**"Approval"** - A statement to indicate the official acceptance of a proposal, recommendation, or other matter. It is a function of the role/committee with delegated authority to do so.

**"Special Consideration"** - means that if a student attended an exam or submitted an assessment by the submission date and their performance was affected due to circumstances beyond their control, those circumstances may be taken into account when the exam/assessment is marked. Special consideration is worth up to 3% of total assessment in the unit.

**"Special Extension of Time"** - is an extension on assessment submission until the last day of the teaching period immediately following the teaching period in which the Student was enrolled in the unit or for completion of compulsory practical experience/practicum/praxis, is the last day of the third teaching period after the original enrolment.

**"Teaching Period"** - The time period (including examination period) in which a unit is being offered.

**"UNE Course Handbook"** - This means the listing of Courses and units offered by UNE and is available digitally via [une.edu.au](http://une.edu.au)